



Job Description

About Us:

IMSOLUTIONS, LLC (IMS) specializes in providing management and cost analysis support to government and commercial agencies. Our consultants have extensive experience working with the Department of Defense (DoD), Department of Treasury, USAID and other federal agencies. We have supported projects ranging from the acquisition of major weapon systems to the re-engineering of organizational operations. IMS has experience with working effectively at all levels of the organizational team including Integrated Product Teams (IPT).

Our Mission is to establish a flexible, best value, solution oriented organization which provides quality and innovation management support services that will result in value added solutions and satisfied customers.

Reference ID:

Company:
IMSolutions, LLC

Location:
Washington DC

Status:
Employee, Exempt

Program Specialist

Position Description:

Provide and/or coordinate the provisions of technical guidance, consultation, related support to clientele within the area of program focus. Research, identify, analyze, update, prepare, develop, coordinate, organize, and review of technical updates of the following tasks: project/program tracking, data analysis and documentation. Provide backstop and field support, general administration; technical program support as follows: Assist in the development of communication products to include talking points, press releases and other related communication tools. Develop social media toolkits and supports social media engagement. Assist team members in the preparation of OAPA leadership for congressional hearings and meetings.

Contact Information

Company:
IMSolutions, LLC

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Collaborates with the OAPA Mission Development Outreach and Communication (DOC) teams to identify new stories for USAID publication and social media. Assists in the preparation and editing of briefing materials and responses to congressional inquiries. Works in coordination with Bureau of Legislative and Public Affairs as requested. Provides administrative support as necessary.

Experience / Educational Background:

MA in Business Administration or relevant field; minimum of 8 years of project management related work or BA with 10 years of related work

Skills Required:

Experience conducting public affairs and outreach for a federal agency, NGO, or congressional office.

Demonstrated knowledge and experience producing materials explaining complex U.S. foreign assistance programs or policy in areas of international conflict or tension to a variety of audiences and external stakeholders, which may include the media, U.S. Congress, American public, government auditors, and USG leadership.

Skill in producing high quality, responsive informational products under very tight deadlines, including speeches, press releases, media advisories, fact sheets, talking points, briefing memos, and press guidance.

Maintain extensive and actionable knowledge of development and foreign policy challenges in Afghanistan and Pakistan, including the information required to inform press strategies and approaches.

SECRET Clearance Required

We offer a competitive salary, excellent benefits, and exceptional opportunities to develop a rewarding career. For immediate consideration, please email your resume to info@imsolutionsllc.com or fax to (703) 221-2755.